

RECORDS RETENTION SCHEDULE

STATE OF CALIFORNIA – DEPARTMENT OF GENERAL SERVICE
STATE RECORDS PROGRAMSubmit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov2

(1) DEPARTMENT, BOARD OR COMMISSION Department of Motor Vehicles		(2) AGENCY BILLING CODE 51805		(3) PAGE 1 OF 4 PAGES	
(4) DIVISION/ BRANCH/ SECTION Registration Operations Division, Registration Processing Unit I		(5) ADDRESS 2415 1st Ave. MS C271 Sacramento, CA 95818			
CHECK THE APPROPRIATE BOX					
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]					
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)					
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)					
NEW SCHEDULE INFORMATION (If applicable)		(9) SCHEDULE NUMBER DMV-ROD-014	(10) SCHEDULE DATE 4/21/08	(11) NUMBER OF PAGES 3	(12) CUBIC FEET (Total Schedule) 182
PREVIOUS SCHEDULE INFORMATION (If applicable)		(13) SCHEDULE NUMBER 175/177-DMV-ROD	(14) APPROVAL NUMBER 02-044 no flags	(15) APPROVAL DATE (S) 03/08/2002	(16) PAGE NUMBER(S) REVISED – 1 1-3
(17) MISSION/FUNCTIONAL STATEMENT: The function of the Registration processing Unit I includes processing vehicle and vessel registration and titling applications referred by field offices, as well the public, dealer and financial institutions. Employees also register foreign vehicles; act as a liaison with the courts regarding parking violations, and process difficult or sensitive transactions.					
PART I – AGENCY STATEMENTS					
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.					
(18) SIGNATURE – MANAGER RESPONSIBLE FOR THE RECORDS <i>[Signature]</i>		(19) TITLE Unit Manager		(20) PHONE NUMBER 7-8364	(21) DATE SIGNED 4-14-08
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.					
(22) SIGNATURE – RECORDS MGMT. ANALYST <i>[Signature]</i>		(23) CLASSIFICATION Records Management Coordinator		(24) NAME (Printed or Typed) Jim Merchad	(25) PHONE NUMBER 916 657-7440 5623
(26) DATE SIGNED		(27) SIGNATURE – CalRIM CONSULTANT <i>[Signature]</i>			
(28) APPROVAL NUMBER 08-212		(29) DATE SIGNED 8/19/2008		(30) EXPIRATION DATE 8/19/2013	
PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)					
PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)					
THE ATTACHED RECORDS RETENTION SCHEDULE:					
(31) <input checked="" type="checkbox"/> Contains no material subject to further review by the California State Archives					
(32) <input type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)					
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>[Signature]</i>				(34) DATE SIGNED Sept 4, 2008	

CALIFORNIA
STATE ARCHIVES

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ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt & IPA (47)	REMARKS (48)
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
			<u>Program Management</u>								
1	12 cu ft		Reports of Sale includes New/Used Reports of Sales	M		Active +3		4	4	XI	Active until revised or superseded. Protected by IPA 1798.34. Confidential destruction per GC 6254©
2	32 cu ft		Reports of Sale includes New/Used Reports of Sale	M		Active + 3		4	4	XI	Active until revised or superseded. Protected by IPA 1798.34. Confidential destruction per GC 6254©
3	122 Cu Ft		49-State Registration Direct Import Files (Foreign Vehicle)	M		Active + 1			2	XI	Active until revised or superseded. Protected by IPA 1798.34. Confidential destruction per GC 6254©
4	1 Cu Ft		ADM 311 Cashier's Transfer Receipt	P		Active + 3		4	4	XI	Active until revised or superseded. Protected by IPA 1798.34. Confidential destruction per GC 6254©
5	1 Cu Ft		ADM 442 Field Office Deposit Slip	P		Active + 1			2	XI	Active until revised or superseded. Protected by IPA 1798.34. Confidential destruction per GC 6254©
6	1 Cu Ft		ADM 518 Notice of Transfer Of Accountable Items or Controlled Items	P		Active + 1			2	XI	Active until revised or superseded. Protected by IPA 1798.34. Confidential destruction per GC 6254©
7	1 Cu Ft		Application Review List	P		60-Days			60-Days	XI	
8	*		Bundle Log Reports	P		60-Days			60-Days		Active until revised or superseded. Protected by IPA 1798.34. Confidential destruction per GC 6254©
9	3 Cu Ft		Office Collection Reports	P		Active + 1 month			Active + 1 month	XI	Active until revised or superseded. Protected by IPA 1798.34. Confidential destruction per GC 6254©
10	*		Physical Inventory	P/M		Active +1			2		Active until revised or superseded. Protected by IPA 1798.34. Confidential destruction per GC 6254©
11	3 Cu Ft		Physical Inventory Discrepancy Report	P		Active +1			2		Active until revised or superseded. Protected by IPA 1798.34. Confidential destruction per GC 6254©
12			Production Statistics Reports	P		Active +1			2		Active until revised or superseded. Protected by IPA 1798.34. Confidential destruction per GC 6254©
13	1 Cu Ft		Refund Credit Transactions (Type Transaction Code P35)	P		Active +1			2	XI	Active until revised or superseded. Protected by IPA 1798.34. Confidential destruction per GC 6254
14	*		Run Log	P		14 days			14 days		Active until revised or superseded. Protected by IPA 1798.34. Confidential destruction per GC 6254
15			FO 2A7, FIELD OFFICE TRANSMITTAL OF REGISTRATION APPLICATION	P		ACTIVE +1			ACTIVE +1		ACTIVE UNTIL REVISED OR SUPERCEDED IPA 1798.34 CONFIDENTIAL DESTRU

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
16,	P		TRANSACTION VOLUME Rpt.	P		30 days			30 days		ALTHOUGH ACCOUNTING MANUAL SPECIFIES A RETENTION PERIOD OF 5 DAYS MGR ELECTS TO RETAIN FOR AN ADDITIONAL 25 DAYS UNTIL REVISED OR SUPERSEDED IPA 1798.34 CONFIDENTIAL RESERVE
17	*		<u>Administrative Management</u> Office Administrative Files (Records Accumulated related to the internal administration or housekeeping activities of the office rather than the function for which the office exists.)	P		Active			Active		Active until revised or superseded. Protected by IPA 1798.34. Confidential destruction per GC 6254
18	5 Cu Ft		Personnel Files and Related Documents	P		Active			Active		Active until revised or superseded. Protected by IPA 1798.34. Confidential destruction per GC 6254
Total	182 Cu Ft										

* Provide total of office and departmental

EM	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
37)											
19.			<u>Records Management</u> STD Form 70, Records Inventory Worksheet	P		Current			Current		Retain as current until next inventory, or when no longer needed for reference or analysis, whichever is later.
20.			STD Form 71, Records Transfer List	P		Current			Current		Retain as current until all records have been either destroyed, retired permanently, transferred to the State Archives, or when no longer needed whichever is later.
21	1		STD Form 73, Records Retention Schedule	P		Current			Current		Retain as current until revised. NOTE: Although revision is required every five years from date approved by CalRIM, records retention schedules that are not revised remain in effect but are considered non-current.
22.			Authorization for Records Destruction (Computer Printouts)			4			4		Retain for two years from date destruction is authorized. Then retain two additional years or until audited, whichever occurs first (maximum of four years).
23			Electronic Mail A. E-mail that are categorized as official records are subject to department records retention schedule and must be retained for the same period of time as the records series that most closely matches the subject matter contained within the new e-message. If there is no entry that resembles or matches the subject matter of the e-message, the "record" should be added to the schedule as a separate series (separate item number). B. Transitory e-Mail consists of electronic messages that are created primarily for the communication of informal information as opposed to the perpetuation or formalization of knowledge.	M		*	*	*	*		*E-mail communications that have "official records status" are subject to department records retention schedule and must be retained for the same period of time as the records series that most closely matches the subject matter of the e-communication in question.
				M		90 days			90 days		Destroy transitory e-communications when they have served their purpose.